

# DOVER AREA SCHOOL DISTRICT

## 6<sup>TH</sup> GRADE COMPUTER PLANNED INSTRUCTION/CURRICULUM GUIDE

### PART A

**COURSE DESCRIPTION:** Sixth grade computer class is intended to provide an opportunity for students to develop keyboarding and document production skills in order to efficiently use a microcomputer to create reports and other documents.

**GRADE(S):** 6      **COURSE LENGTH:** One year      **DURATION:** 45 minutes      **FREQUENCY:** 1 day per cycle (30 days)

**WRITTEN BY:** Susan Seiple

TIME (WEEKS/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
Daily	<b>KEYBOARDING TOUCH TYPING</b>			
On-going reinforcement	Students will be able to demonstrate grade-appropriate keyboarding skills and techniques: <ul style="list-style-type: none"> <li>• Correct posture</li> <li>• Hands elevated with proper fingers on home keys</li> <li>• Work through software program to learn and practice touch typing at an individualized pace</li> </ul>	3.7.6.C	Teacher presentation Teacher demonstration Student application Drills/Practice	Computer Projector Touch Typing Tutorial Software
On-going reinforcement	<b>OPERATING SYSTEM</b>  Students will be able to apply operating system skills to perform basic computer skills.	3.7.6.D	Teacher demonstration Student Application	Computer Projector Software

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On-going reinforcement	<ul style="list-style-type: none"> <li>Log on to network</li> <li>Open programs</li> <li>Log out of network</li> </ul> <p><b>HARDWARE AND SOFTWARE</b></p> <p>Students will be able to identify basic computer hardware and software</p> <ul style="list-style-type: none"> <li>Hardware: CPU, monitor, keyboard, mouse, disks, printer, etc.</li> <li>Software: tutorial keyboarding program, word processing program, etc.</li> </ul>	3.7.4 (Review)	<p>Teacher presentation</p> <p>Teacher demonstration</p> <p>Student Application</p>	<p>Computer</p> <p>Monitor</p> <p>Keyboard</p> <p>Mouse</p> <p>Printer</p> <p>Charts</p> <p>Software</p>
On-going reinforcement	<p>Students will be able to identify specialized computer applications used in the community for specific needs.</p> <ul style="list-style-type: none"> <li>Presentation software</li> <li>Web page design software, graphics software</li> </ul> <p><b>WORD PROCESSING</b></p> <p>Students will be able to follow teacher instructions and demonstrations to create and manipulate text.</p> <ul style="list-style-type: none"> <li>Create new document</li> <li>Save document</li> <li>Save and rename</li> <li>Open, view and close doc</li> <li>Print document</li> <li>Find text</li> <li>Replace text</li> </ul>	3.7.6.D	<p>Teacher demonstration</p> <p>Student application</p> <p>Teacher demonstration</p> <p>Student application</p>	<p>Computer</p> <p>WP Software</p> <p>Projector</p> <p>Step by step tutorial textbook</p> <p>Printer</p>

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2 days	<ul style="list-style-type: none"> <li>• Check spelling</li> <li>• Highlight text</li> <li>• Cut, copy, paste</li> <li>• Drag and drop</li> <li>• Change fonts and font sizes</li> <li>• Apply styles</li> <li>• Use toolbar shortcuts</li> <li>• Use shortcut keys</li> <li>• Open multiple documents</li> <li>• Apply alignment and use alignment shortcuts</li> <li>• Apply paragraph indents</li> <li>• Create lists</li> <li>• Apply line spacing</li> </ul> <p><b>GRAPHICS</b></p> <p>Students will be able to produce a poster using WordArt and Drawing tools</p> <ul style="list-style-type: none"> <li>• Insert WordArt into a word processing page and create a poster heading</li> <li>• Use Draw tools to create a picture under the heading</li> <li>• Print document</li> </ul>	3.7.6.D	Teacher presentation Teacher demonstration Student application	Computer Software Projector Printer
1 day	<p>Students will be able to produce a poster using Paint tools</p> <ul style="list-style-type: none"> <li>• Open Paint Program</li> <li>• Practice using paint tools.</li> <li>• Create a poster of own topic and design</li> <li>• Print document</li> </ul>	3.7.6.D	Teacher demonstration Student application	Computer Software Projector



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### PART B

#### GRADE: 6

OPPORTUNITIES FOR INTEGRATION	ENRICHMENT, AND EXPANDED OPPORTUNITIES	REMEDICATION AND INTERVENTION STRATEGIES	ASSESSMENTS AND PORTFOLIO OPPORTUNITIES
<p>Language Arts – Student created reports and letters, PowerPoints.</p> <p>Spelling – Using spell check</p> <p>Math – Using computer calculator</p> <p>Across the curriculum activities through Jostens assignments</p>	<p>Self-paced progress through tutorial keyboarding program</p> <p>Leveled Jostens assignments in reading, math, language arts and process writing</p>	<p>Self-paced progress through tutorial keyboarding program</p> <p>Revisit and practice lessons if needed</p> <p>Leveled Jostens assignments in reading, math, language arts and process writing</p> <p>Lab time available for extra keyboarding practice</p>	<p>Keyboarding student progress printouts by software management system</p> <p>Student/teacher selected word processing sample for portfolio</p> <p>Jostens student progress printouts by software management system</p>